

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
FINANCE COMMITTEE**

Friday, August 22, 2014 – 12:00 Noon

100 West Keenan Avenue, Rhinelander, Wisconsin

Members Present: Cushing, Krug, Platner, Queen

Members Absent: None

Call Meeting to Order: Chair Krug called the meeting to order at 12: 02 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Department Finance Services Manager; Erv Teichmiller, Chair, ADRC-NW Board of Directors; Miki Bix, Secretary, ADRC-NW Board, and Judy Troyk, ADRC-NW Board Member.

Public Comment & Introductions: Introductions were made.

Approval of the Agenda: Cushing moved to approve the agenda with eleven items; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the July 25, 2014 Finance Committee Meeting: Platner moved to approve the minutes of the July 25, 2014 Finance Committee meeting after changing the word “week” to “year” on line three of the “Part-Time Employee Health Insurance Premiums” section. Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the May 1, 2014 Joint Executive/Finance Committee Meeting: Cushing moved to approve the minutes of the May 1, 2014 Joint Executive/Finance Committee meeting; Queen seconded. All Ayes. Motion Carried.

Financial Statements & Time Reports for July 2014: The Revenue/Expense Report was reviewed; it now shows 2013 carryover funds. Cushing moved to receive the Revenue/Expense Report and place it on file subject to audit. Queen seconded. All Ayes. Motion Carried. After review, Cushing moved to approve the July 2014 Transactions in the amount of \$117,352.30; Queen seconded. All Ayes. Motion Carried. The July 2014 Time Report shows a 38.34% capture rate and a year-to-date rate of 38.20%. This is above what is needed to fully fund the 2014 ADRC-NW Budget. Julie Schroeder of the Office of Resource Center

Development (ORCD) will be doing time report training with staff and supervisors to help maximize time reporting numbers. Time reporting only applies to work done with customers who need publicly-funded programs. Time off and vacations should not have a significant effect on the percentages because the percentages are based on hours worked. The 2013-2014 ADRC Federal and State GPR Revenue Report was also reviewed. The ADRC-NW is approximately \$80,000 ahead of last year. A year-to-date column will be added to the comparison for ease of reading.

Update on Telephone System: The ADRC-NW phone consult reviewed the contracts received from Charter and felt they encompassed all needed components, as did Teichmiller and Krug. Parkkila then signed the contracts. A 30-45 day timeframe for the build is needed. A letter will be going out to Frontier on Monday August 25, 2014 giving them the required 30-day notice of termination. Quality of service issues are still occurring 3-4 times per week. It appears that the cost will be approximately \$60,000 for the equipment, the actual install, and the staff training. This amount includes a previously approved quote of approximately \$15,000 related to hardware needed for the video conferencing system.

2015 Budget Process: GPR monies will be the same for 2015, according to Julie Schroeder of ORCD. Health insurance costs are a variable, and the 2015 figures are not known yet. Salary considerations will also need to be discussed. The satellite offices have been directed to submit their individual budgets by September 5, 2014. The Executive/Personnel and Finance Committees will be meeting jointly to work on the 2015 Budget.

Future Agenda Items: 2015 budget. Telephone System. Audit.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Finance Committee will be Friday, September 26, 2014. It will be in Rhinelander.

Adjournment: With no further business, Cushing moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:50 P.M.

Handouts: Minutes July 25, 2014 Finance Committee meeting; minutes of the May 1, 2014 Joint Executive/Finance Committee meeting; July 2014 Revenue/Expense Report; July 2014 Transaction Activity Report; July 2014 Time Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison.